



Oscar Bears' Day Care

Procedure for Arrival and Departure of Families, Children and Staff

Introduction

At Oscar Bears' day care your child's safety is of utmost importance, we therefore politely request that this procedure is shared with all adults who are responsible for picking up and dropping off your child.

Arrival and Departure

Upon arriving at Firsland Studios we request that you make your way immediately to the car park, or use the space allocated in front of the barn building next to the nursery for parking.

Please do not park directly opposite the nursery opening – this can cause issues with other cars entering and leaving the road. A small fence is in position to prevent cars parking and support cars leaving another space to manoeuvre in and out.

In order to access the premises, Staff need a key for the front gate. Oscar Bears' has a video system which allows staff to view who is ringing the doorbell from inside the nursery. If staff think a person is unfamiliar they will ask a member of management to answer the door.

Once in the garden we ask visitors to proceed straight to the front porch/front door of building they are visiting, visitors are always accompanied by a member of staff. Visitors will be asked to leave their belongings, including phone, in the office or staff room if they are visiting the children's rooms.

Oscar Bears Day Care operates a registration system; the registers are located in the entrance area. Staff sign children in and out as and when they let them in to nursery. Staff note with initials who dropped off and who picked up each child. This document helps ensure that all children are evacuated in the event of a fire.

We believe that it is important in order to foster positive relationships that you make contact with your child's key worker each session; this is a chance for you to let you child's key worker know his or her mood/if your child has had breakfast/routine etc.. If your child's key worker is unavailable another familiar person will be present for you to talk to (please see Key Worker Policy). If you require having a more in depth or confidential conversation please make phone/email contact and we will arrange a mutually convenient time for this to happen.

At the beginning and end of a nursery session parents will have the opportunity to review and sign and paperwork e.g. medication forms or accident form (please see relevant policies).

At the end of each sessions parents and carers will have the opportunity to receive verbal feedback. We respectfully ask that if a more in depth or confidential conversation is required that you make contact via phone or email to arrange a mutually convenient time.

All staff must sign in and out at the start and end of each shift in the staff room. The signing in book for visitors is found in the main porch area. Full name including surname and arrival and departure times must be recorded.

Staff must sign in and out for break times if leaving the premises, also notifying management.

Staff must ensure they park in the car park.

Written by: Tawny Bremner

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